

OP MEMORANDUM NO. 20-11-5

4 October 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Special Position Allocations

RESCISSION: OPM 20-11-4, dtd 8 January 1982, Same Subject

1. Position classification reviews by the Position Management and Compensation Division (PMCD) may result in assigning footnotes, known as special allocations, to the position recorded on the Agency Staffing Complement. Listed below are explanations of each footnote to help you better understand the Staffing Complement with regard to position control.

- a. Impact Allocation (E 1-4) is a footnote on a position occupied by an incumbent whose unique qualifications or substantive knowledge in a field add significantly to the duties performed such that it warrants classification at a higher grade level. A position with an impact allocation designation will remain at the higher grade level until vacated by the original incumbent at which time it will revert to the properly classified level. A position with an impact allocation footnote generally is not used for comparison purposes in the classification of another position nor is it used as the sole basis for grading deputy or secretarial positions subordinate to it.
- b. Incumbency Allocation (I 0-9) is a footnote on a position which should be downgraded as a result of classification review. However, when the downgrade would result in the position being lower than the grade of the incumbent, the position will remain the incumbent's grade level until vacated. Management is responsible for making every effort to reassign an individual from an incumbency allocation position to one commensurate with the individual's grade. A position with this footnote is not used as a basis for classification of any other position.

- c. Temporary Allocation (T 0-3) is a footnote on a position in which the current grade controlling factors involve temporarily assigned responsibilities which thus result in a higher grade than would be by classification of only the permanent duties and responsibilities. This footnote is often used for project development programs where, once the functions have stabilized or are no longer needed, the position reverts back to the lower grade. The position with this footnote is not used as the sole basis for the classification of any other position. Deputy positions and secretarial positions subordinate to a temporary allocation position must be evaluated on their own merits to determine if the temporary circumstances are applicable to their classification.
- d. Administrative Allocation (A 0-9) is a footnote on a position which is graded above the level established through traditional position classification practice to meet a unique, non-quantifiable management need. This allocation may be assigned by the Director of Personnel, the Chief, PMCD, or other position classification appellant authority. A position with this footnote is not used as a basis for the classification of any other position.
- e. Deferred Allocation (D 0-9) is a footnote on a position which has been evaluated at a higher grade level than that designated on the Staffing Complement and which will be upgraded when grade points become available. D1-D9 denote how many grades higher the position actually is. For example, a GS-13, D-1 position is in reality a GS-14 position, and GS-14 personnel can be assigned to it without incurring a personnel rank assignment (PRA) situation. PMCD, in concert with management, decides which positions will be designated as deferred allocations. A position with this footnote does not increase headroom on the Career Service Grade Authorization.
- f. Pending Grade Review Allocation (PG) is a footnote on a position which is assigned a tentative grade, title, and occupational code by PMCD until an official determination can be made through the position classification process. The major advantage of using this footnote is to provide management with staffing flexibility until PMCD can review the position.

2. Any questions concerning these special allocations should be referred to the Classification and Compensation Policy Branch, PMCD, on [redacted]

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Robert W. Magee
Director of Personnel

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